

DD/M&S 74-1583

3 MAY 1974

MEMORANDUM FOR: Director of Central Intelligence
SUBJECT : Significant Activities during the Period
 29 April through 3 May 1974

The following Management and Services Directorate events which were reported during your absence may be of interest to you: 25X1



2. Fair Labor Standards

A notice on the effect of the Fair Labor Standards Act amendments on overtime for Agency employees has been developed and approved for issuance. The revisions in the law require that all employees be designated as either exempt or non-exempt and that overtime for non-exempt employees be computed under both the present system and the Fair Labor Standards Act system in order to provide the higher rate. The work of identifying positions has been completed, and this information will be coded and run against employee runs, by organization, in order that employees can be properly designated.

3. Shipment of Electronic Equipment 25X1



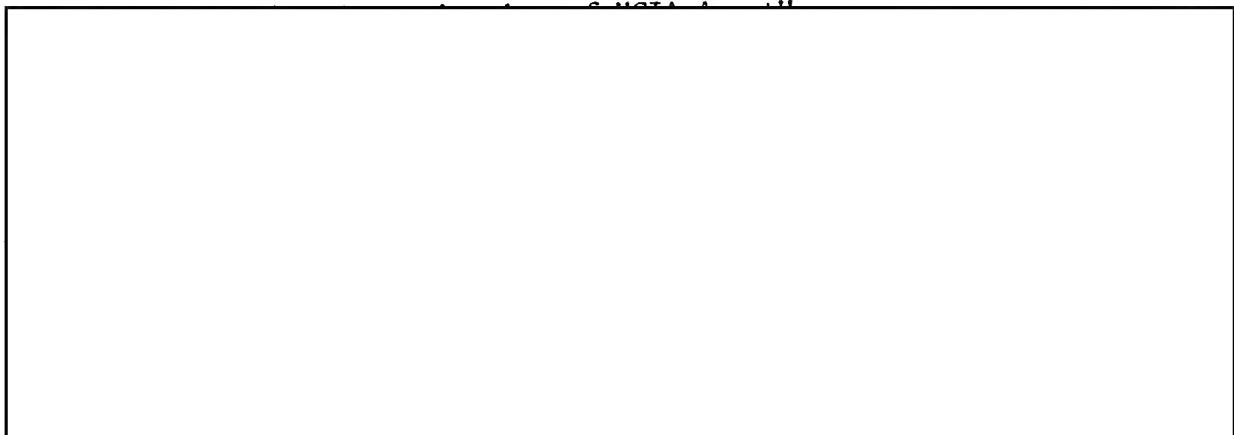
4. EEO Compliance

Procurement Note No. 75 covering procurement policy with respect to contractor compliance with EEO procedures was issued during the past week. The Procurement Note requires contracting officers to obtain certification and representations from contractors prior to award

25X1

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that they are in compliance with EEO contract clauses and regulations. For awards or subcontracts over \$1 million, prior clearance must be obtained through OL/Procurement Management Staff. This action was taken in response to OMB's requests to provide positive assurance that we are complying with EEO regulations.



6. Inventory of Community Information Handling Systems

The USIB Intelligence Information Handling Committee will update and revise the Inventory of Community Information Handling Systems. Members of the Information Science Training Staff hosted the first meeting of the Committee task group on 30 April; a second meeting will be held on 3 May. The updated inventory will be useful in the information science training programs.

7. SKYLINK

activated into the SKYLINK system on 1 May.

/s/ John F. Blake

John F. Blake
Acting Deputy Director
for
Management and Services

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